

## **Funding the Fun Program Policies and Field Trip Guidelines**

The *Funding the Fun* Program provides qualifying schools with,

- a free onsite field trip,
- bus reimbursement up to \$250,
- and a lunchroom at the Detroit Historical Museum or Dossin Great Lakes Museum.

### Teaching Virtually?

The *Funding the Fun* Program provides qualifying schools with,

- a free virtual field trip OR
- a free virtual StoryLiving program

If your school's free and reduced lunch price numbers are greater than 65%, your school is eligible for this program. Program funds are available at the beginning of each school year on a first come first serve basis.

### General Information

- Each participating school is eligible for one *Funding the Fun* field trip per school year, while funds last.
- We require that you bring 1 chaperone for every 10 students. Additional persons not included in your initial reservation may not be permitted to participate.
- *Funding the Fun* programs are booked Tuesday through Friday and are based on tour availability.
- Programs must be booked at least one month in advance.
- If you would like to book a lunchroom, you must do this when you make your initial reservation.

**Cancellation Policy:** Cancellations made within two weeks of your scheduled program will be rescheduled at the Society's discretion. If your field trip is cancelled due to school closings, we will work with you to reschedule your visit. Cancellations for any other reason must be reported as soon as possible. If you do not notify us with your cancellation in advance, your school may not be eligible for future *Funding the Fun* program funding. Groups that fail to show up for a scheduled tour are ineligible to reschedule.

**Please contact our education team  
to schedule your *Funding the Fun* field trip  
at 313.833.1419 |  
[breeb@detroithistorical.org](mailto:breeb@detroithistorical.org)**

## **Busing Reimbursement:**

- 1) You are responsible for booking your own transportation to and from the museum. Your bus must pick your group up after your program has ended. Groups are not permitted to remain in the galleries as a self-guided group past their scheduled time.
- 2) To receive bus reimbursement, you must submit **your paid bus invoice** to the DHS Education Department (via mail or email) no more than 8 weeks after your field trip has occurred. Invoices received after this time frame may not qualify for reimbursement.
- 3) The Detroit Historical Society will only provide reimbursements for field trips that visit the Dossin Great Lakes Museum and/or the Detroit Historical Museum.
- 4) The Detroit Historical Society will reimburse transportation *up to \$250* per field trip. Any transportation costs over \$250 are the responsibility of the school.

## **Arrival Policies**

- **Please arrive 15 minutes prior to your scheduled time. Multiple tours are scheduled each day and you must adhere to your scheduled time.**
- **Your bus must pick you up after your program has ended. Groups are not permitted to stay self-guided past their scheduled time.**

**Detroit Historical Museum Bus Arrival:** Buses may unload at the Kirby Street entrance. Please note that the Detroit Historical Museum does not have bus parking available. Schools are responsible for finding and paying for bus parking. Individuals may park in our lot for \$9 per car, based on availability. If the lot is full, there is paid street parking available throughout the Midtown area.

**Dossin Great Lakes Bus Museum Arrival:** The Dossin Great Lakes Museum is located on Belle Isle, which is now a state park. All vehicles entering the island, including school buses, must have a recreation passport or valid day pass. For more information on Belle Isle Park, visit [www.michigan.gov/dnr](http://www.michigan.gov/dnr) or call 1-844-BELLE-PK

## **Museum Policies**

- **Photography** is allowed and encouraged at both the Detroit Historical Museum and Dossin Great Lakes Museum.
- **Personal Items:** Students and teachers are strongly encouraged to leave all personal items at school or on the bus. The Society cannot be held responsible for lost or stolen items.
- **Food and Beverage** is not permitted anywhere in the museum at this time.
- **Chewing Gum** is not permitted in the museum.
- **Tour Capacity** is 100 people for the Detroit Historical Museum and 60 for the Dossin Great Lakes Museum. It is very important that your reservation numbers accurately reflect the amount of people you plan to bring as we may not be able to accommodate additional unexpected persons.

**During COVID, tour capacity numbers are based on daily availability. Our reservations staff will work to accommodate your group requests.**

- **Behavior** We require that chaperones monitor student's behavior in the galleries. If students are disruptive or disrespectful to DHS staff or other groups, your group may be asked to leave. If students' behavior causes damage to the facilities or the museum's exhibits, your group may be asked to leave, and you will be invoiced for any damage caused.